

## Pay Multiple Vendors

### Introduction

Magaya software includes a feature to help you pay your vendor bills quickly. If you have multiple bills to pay, you can save time by paying them all at once using the wizard in the Checks List instead of writing each check one by one. The wizard shows all the bills that need to be paid and any credits.

If you need to see a list of unpaid bills and print or email the list, go to the Bills List and click the Actions button. Select "Purchases Reports" and "Unpaid Bills." There are also other aging AP reports to view, send, or print.

Steps: Pay Multiple Vendors

1. Go to the Checks List, and click the "Add" button.
2. Select "Pay multiple vendors." A wizard opens:

3. Select the bank account you want to use to pay the vendors.

The options are checked by default to make the checks payable to the parent accounts and to generate check numbers automatically.

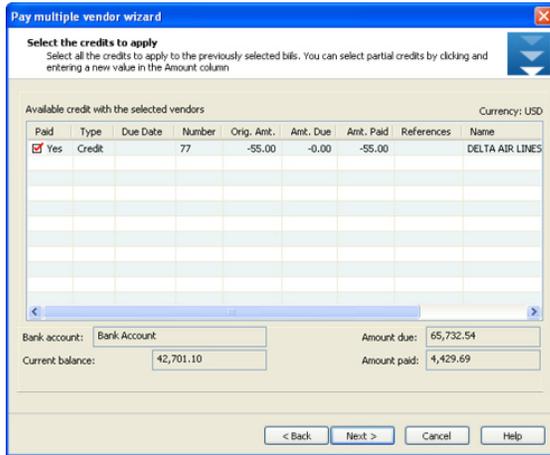
4. Go to the next screen.

5. Select the bills to pay. A checkmark appears for each bill as you select it:

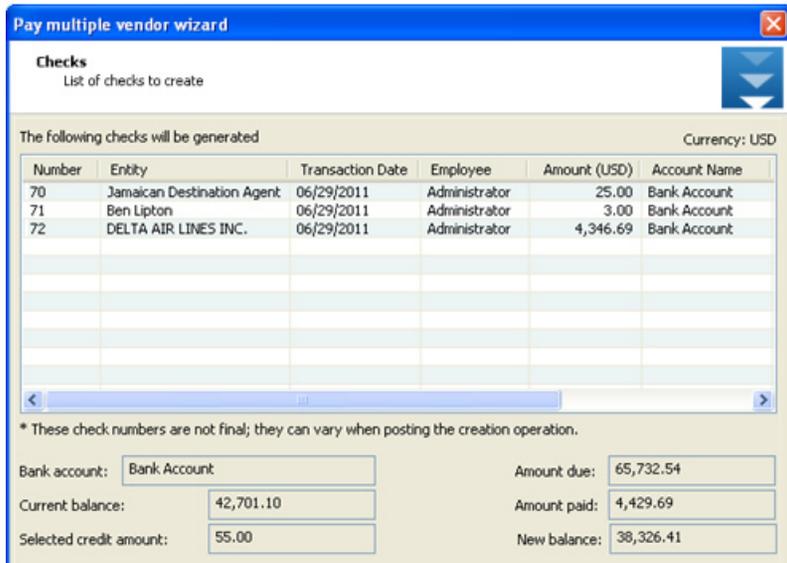
Paid	Type	Due Date	Number	Orig. Amt.	Amt. Due	Amt. P...	References
<input checked="" type="checkbox"/>	Yes Bill	06/04/2011	74	55.00	0.00	55.00	Master # 12-5647388; F
<input checked="" type="checkbox"/>	Yes Bill	06/04/2011	75	9,783.35	0.00	9,783.35	Master # 44-77; Refere
<input checked="" type="checkbox"/>	Yes Bill	06/04/2011	76	25.00	0.00	25.00	Master # 44-77; Refere
<input type="checkbox"/>	No Bill	04/22/2011	73	4,346.69	4,346.69	0.00	Warehouse Receipt WH-
<input type="checkbox"/>	No Bill	02/09/2011	65	3.00	3.00	0.00	Sales Order 7
<input type="checkbox"/>	No Bill	02/09/2011	66	787.50	787.50	0.00	Purchase Order 7
<input type="checkbox"/>	No Bill	02/09/2011	67	2,290.00	2,290.00	0.00	Purchase Order 13
<input type="checkbox"/>	No Bill	10/01/2010	60	160.00	160.00	0.00	Master # ; Booking # Bf
<input type="checkbox"/>	No Bill	10/17/2009	42	3,000.00	2,000.00	0.00	Warehouse Receipt 11
<input type="checkbox"/>	No Bill	07/29/2009	35	185.00	185.00	0.00	Master # 34-25416161;
<input type="checkbox"/>	No Bill	05/21/2009	29	55.00	55.00	0.00	House # HBOL3; Bookin
<input type="checkbox"/>	No Bill	05/21/2009	30	2,000.00	2,000.00	0.00	House # HBOL4; Bookin

**Pay Multiple Vendors** *Continued*

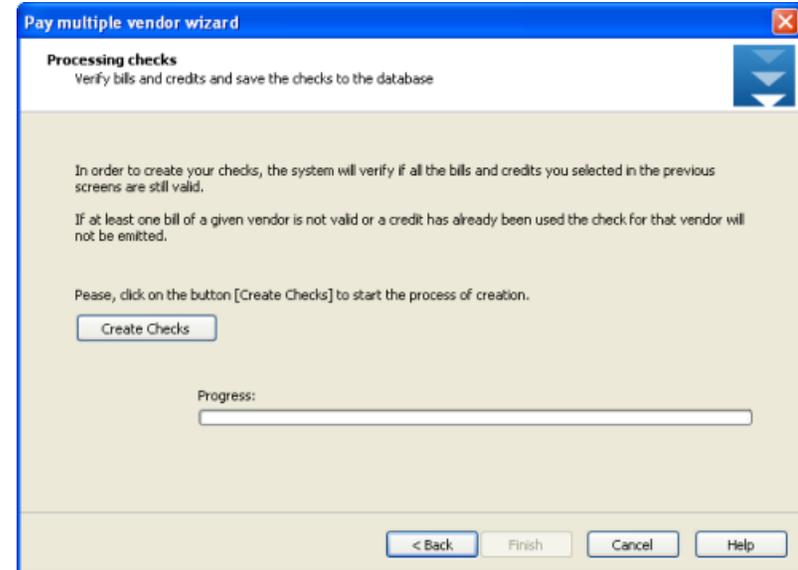
6. In the next screen, if there are any bill credits, select the credits to apply:



7. In the next screen, the system shows you the checks it will create for you:



8. In the last screen of the wizard, click the “Create Checks” button to let the system create the checks. The screen shows the progress of the system as it creates the checks:



If any bills are not valid, a check will not be created by the wizard. This may happen if someone else in your company is paying that bill at the same time that you are running this wizard.

9. Click “Finish” when done. The checks paid will appear in your Checks List. You can print the checks as usual. 